

# Getting Started with ISEE

## Introduction to Staffing

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Region 1 & 2 Technology Coordinator





## General Information

- ISEE is a comprehensive data submission consisting of 12 files. Each file consists of data elements pertaining to students, staff, courses and locations.
- There are 6 data uploads during the year
- Staffing portion of Salary Based Apportionment is calculated using staff demographic and staff assignment data as of “snapshot” date the last Friday of September (September 30, 2016)

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The program contacts file is uploaded separately and may be done at any time



## Important dates

**October 17, 2016** – All staff and assignment data must be uploaded

**December 9, 2016**

- Last day to submit staffing corrections for Feb. 15<sup>th</sup> payment
- Corrections submitted after Dec. 9, 2016 may be considered for May 15<sup>th</sup> payment only if approved by Public School Finance
  - Letter of special circumstance signed by district superintendent or charter administrator
  - Letter must contain explanation and each change identified
  - Supporting documentation may be requested

**March 24<sup>th</sup>, 2017**

- Last day to submit Mid-term revised data
- Revisions submitted after this will be processed the following fiscal year

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Oct 15<sup>th</sup> is the only upload that is not due on the 3<sup>rd</sup> Friday of the month. The date that is required by Idaho code. When Oct. 15<sup>th</sup> falls on a weekend or holiday, the report is due on the next business day.



# Submission Schedule

2016-2017 Data Monthly Submission Schedule

Submission Type	Collection Period (Data)	Submission Period
ISEE Summer Alternative 2016 v6	05/23/2016 – 08/19/2016	08/05/2016 – 08/19/2016
ISEE October 2016 v7	08/20/2016 – 09/30/2016	09/30/2016 – 10/17/2016
ISEE November 2016 v7	10/01/2016 – 11/04/2016	11/04/2016 – 11/18/2016
ISEE March 2017 v7	11/05/2016 – 03/03/2017	03/03/2017 – 03/17/2017
ISEE May 2017 v7	03/04/2017 – 05/05/2017	05/05/2017 – 05/19/2017
ISEE End of Year 2017 v7	05/06/2017 – 06/16/2017	05/20/2017 – 06/16/2017

The Summer Alternative 2016 v6 submission will remain open until Sept. 16th

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The October upload is not due until Oct 17<sup>th</sup> because the 15<sup>th</sup> is on Saturday



## Who do we report?

- **All positions employed on a regular basis.** (Failure to submit accurate ISEE data may impact accreditation and/or state funding.)
- Update information each school year to reflect the activities of the district/charter for:
  - Returning Employees
    - Update years of experience and education
  - New Employees
  - Terminated employees whose termination date and reason have not been reported in a previous upload. Years of experience do not need to be updated.

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# Who do we not report?

## ***Employees For Whom ISEE Information is Not Required***

1. Persons employed during emergencies.
2. Irregular help (i.e., short term substitutes), volunteers and student food service employees.
3. Non-District Contracted Staff (report on manual ISEE form 6)

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## Staff Categories

- For funding purposes:
  - Administrative Staff
    - Superintendent, Principal, administrative duties – assignment codes 4X
  - Pupil Services – not involved with direct instruction -
    - Counselors, nurses, psychologist, SW, SLP
  - Instructional Staff – involved in direct instruction and hold Idaho certificate
    - Prevention Specialist moved to instructional 15-16
  - Classified



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Admin staff...assignment codes 4X

Pupil Services...3X

Classified...9X

Please refer to the 2016-2017 Assignment Credential Manual for the most current updates



## Non-District Contracted Staff

- All **contracted** personnel who are not directly employed by the district.
  - Psychologists and Speech/Language Pathologists (a person employed by district trustees as an independent contractor; paid through purchase services and issued a 1099 form).
- Reported on ISEE **Staff Form 6**
- Contracted individuals performing "certificated" duties must meet the State Board of Education certification standards and be reported regardless of their funding source.
- Na for charter schools

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Fills in gap if they need extra fte...small districts...only





## Certificated Staff

**Certificate required (I.C. § 33-1201).** "Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered".

**\*New in 2016-17: Occupational Therapist and Physical Therapist are new classified assignments and no longer treated as certificated staff for funding purposes.**

**Refer to 2016-2017 Assignment Credential Manual**  
[www.sde.idaho.gov/tech-services/isee](http://www.sde.idaho.gov/tech-services/isee)

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# Certificated Staff

## ***Employees Performing both Certificated and Non-Certificated Assignments***

ISEE information must be submitted for both the certificated and non-certificated positions. **Do not add non-certificated pay to the base salary or include the fte with the contract fte.**

- ***Example:*** A classroom teacher who also drives a school bus before and after school.

## ***Employed in Multiple Districts/Charters***

may be employed or shared by more than one district/charter. Each district/charter is responsible for reporting their portion of the FTE, salary, and assignment information on the ISEE system. ***Be aware that conflicting demographic data records, such as experience and education, may impact your funding.***

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If the assignment supplements the contract, like coaching, then it stays in certificated as extra pay



# Reports

Review reports after October files are submitted

1. **All Personnel Employment Info- V6** (all funds, all staff)
  - All payroll employees must be listed here
2. **District Index** ([Administrative staff with fund source code 10 only](#))
3. **Employment Placement Report** ([Administrative staff with fund source code 10 only](#))
  1. Assure all certificated administrative staff are coded to fund 10 and are reported accurately and FTE and factored FTE are correct.
4. **Instructional Staff Fte and Salary Report Including Summer School** ([fund source code 10](#))
5. **Pupil Service Staff Fte and Salary Report Including Summer School (NEW)** ([fund source code 10](#))
6. **Staff Salary Summary** (all funds)
7. **Staff Salary Summary** (fund source code 10)
8. **Staff Assignments Fte Variance** (all funds, all certificated staff)
  - Reconcile the reports to payroll records and budgeted estimates to assure accuracy.

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Refer to the reports PowerPoint for more detail on these reports



# Staff Data Guidance Manual

## HIGHLIGHTS

INSTRUCTIONAL  
MANAGEMENT SYSTEM

GETTING STARTED  
WITH I S E E

DATA MONTHLY SUBMISSION  
SCHEDULES

Files

FAQs

Training

Links

### Resource Files

#### General Files

Program Information +

#### ISEE Forms

2016-2017 +

2015-2016 +

#### ISEE Manuals

2016-2017 +


2015-2016 +

#### ISEE Required Data Collection Elements and Templates

2016-2017 +

<https://www.sde.idaho.gov/tech-services/isee/index.html>


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# Staff Demographics

## Data Elements

<http://www.sde.idaho.gov/tech-services/isee/index.html>



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All the specifics about these data elements are in the V7 Items and option sets spreadsheet.



# All Employees

## Fields required

- **[idStaffid]** – EDUID – links all records for individual
  - Resolve discrepancies as soon as possible
- **[Name]** – last, first, middle, suffix
- **[formerName]** – names used in the past by employee
- **[Birthdate]**
- **[Gender]**
- Ethnicity fields
- **[Language]**
- **[isCertified]** – **has certified assignments** (on a contract, etc.)
- **[isParaPro]** – **must have parapro instructional assignments**
  - **R** – regular paraprofessional
  - **T** – Title paraprofessional – **should have Title funding sources**
  - **N** – not paraprofessional
- **[schoolId]** – (63) base school ID
- **[hireDate]** – (70) Date employee began current, continuous employment with district.  
If moving from non-certified to certified, **use date of certificated employment**
- **[employmentStatus]** – (72) Active, inactive, terminated

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R106570 – (now 107570) Missing certified assignments will be changed to an error this year Certified = Yes, but no certified assignments

All errors and warnings for the upcoming 16-17 school year will start with R107 rather than R106 to match the items and option sets.




# Certificated Employees

## Determining initial certification

To transition to full implementation of the Career Ladder over the next five years, staff demographic files must be updated each year. The education allocations for FY17 will be derived from updated 2016-2017 data.

- **[certificationYear]** – initial certification year, regardless of state issuing **even if lapsed**
  - Alternate Authorization – Teacher to New Certification/Endorsement: **Date of the first certificate**
  - Alternative Authorization – Content Specialist: **Issue date**
    - **During 2015-16, an individual who had never been certificated in any state and participated in the Alternative Authorization - Content Specialist in an emergency situation is not considered initially certified. This authorization was used as a temporary measure while rules were promulgated.**
  - Alternative Authorization – Pupil Personnel Services: **Issue date**
  - Non-Traditional Route to Teacher Certification (ABCTE & TFA): **Issue date**
    - **Temporary permits to teach are not considered "initial" certification**
- **[CertificationState]** The state where the initial teaching certification was granted.

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# Certificated Employees


## Degrees and credits

**[highestDegree]** – highest degree **for funding purposes** (may be the lower degree = credits)  
 [degreeYear], [claimDegreeInst], [claimDegreeState],[claimedMajor], [claimedMinor]

**[addlCredits]** – transcript credit earned beyond highest degree claimed for funding

**[adlDegree1]** – first additional degree other than for funding  
 [degree1Year], [degree1Inst], [degree1State],[degree1Major], [degree1Minor]  
**if bachelors +credits is used for funding, enter Masters here to receive Ed Allocation and OS degree for CTE Allocation**

May add up to 4 degrees and degree information



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OS is usually highest degree. Must have teaching assignments that align to the OS certificate to receive CTE allocation.

Must have 3 years experience and a Masters to receive the education allocation.





# Certificated Employees

## Evaluation Fields

**[evalDate]** For Teachers and Pupil Personnel Certificate Holders and Principals (includes Vice Principals, Charter School Administrators, etc.), the date when their evaluation is expected to be final for the present school year.

**[profPractRating]** Professional Practice Rating - For Teachers and Pupil Personnel Certificate Holders and Principals (includes Vice Principals, Charter School Administrators, etc.), the level of performance from the summative evaluation, for the present school year. 1-4

~~**[stuAchieveRating]**~~ No longer used

**[profPerfCriteriaMet]** For certified staff, has this personnel met all professional compensation rung performance criteria as outlined in Idaho code 33-1004B Career Ladder) and 33-1201A (Idaho professional endorsement – eligibility)? Y/N

**[profEndorseDate]** certified staff, the date the personnel received their professional endorsement.

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Staff Evaluation Level 01 Unsatisfactory, 02 Basic, 03 Proficient, 04 Distinguished



# Certificated Employees

## performance criteria **New This Year**

### **The professional compensation rung performance criteria are:**

- (a) An overall rating of proficient and no components rated as unsatisfactory on the state framework for teaching evaluation; and
  - (b) Demonstrating the majority of their students have met their measurable student achievement targets or student success indicator targets.
- The measurable student achievement indicators are:

- (a) Idaho standards achievement test;
- (b) Student learning objectives;
- (c) Formative assessments;
- (d) Teacher-constructed assessments of student growth;
- (e) Pre- and post-tests;
- (f) Performance based assessments;
- (g) Idaho reading indicator;
- (h) College entrance exams such as PSAT, SAT and ACT;
- (i) District adopted assessment;
- (j) End of course exams;
- (k) Advance placement exams; and
- (l) Professional-technical exams.

### **The student success indicators are:**

- (a) Quantifiable goals stated in a student's 504 plan or individualized education plan.
- (b) Quantifiable goals stated in a student's behavior improvement plan.
- (c) School or district identified measurable student objectives for a specified student group or population.

The Professional Endorsement also requires individuals to have a written recommendation from the employing school district and an annual individualized professional learning plan.

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# Certificated Employees

## Fields to update every year

**[transcriptYear]** The **most recent** year the staff member received college transcript credits.

**[idahoK12Experience]** Years of prior teaching experience in an Idaho public K-12 school. Leave blank for non-certified staff **(must be updated to advance on career ladder)**

**[k12PublicExperience]** Years of prior teaching experience in any public K-12 school in another state **(excluding Idaho)**. Leave blank for non-certified staff

**[k12PrivateExperience]** Years of prior teaching experience in any non-public K-12 school in any state - private or parochial. Leave blank for non-certified staff

**[idahoHEExperience]** Years of prior teaching experience in an Idaho institution of Higher Education. Leave blank for non-certified staff

**[HEExperience]** Years of prior teaching experience in any institution of Higher Education in another state (excluding Idaho). Leave blank for non-certified staff

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Idaho K 12 experience is critical and must be updated.  
 The number of years of experience may not correlate with the date of employment if an employee has had two different periods of employment in the district.



## Certificated employees

**[hireDate]** The month, day, and year the employee began current, continuous employment with the district/charter. If a non-certificated employee is being added as a certificated employee, **use the date of certificated employment.**

**[yearsInDistrict]** For certified and/or administrative staff, the number of years working on contract. **Count starts with one. Includes the current year.**

**[terminationDate]** The month, day, and year that the employee became or will become inactive or terminated

- If reporting in June upload you may use last day of contract (i.e. 8/25/16)
- If reporting in upcoming Oct. upload,
  - You do not need to include their years of experience if terminated

**[terminationReason]** The reason an employee became or will become inactive

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Years in district – the total number of years the employee has held a certificated position in the district...include the current year.

You might want to check your staff demographics report for old employees. Some systems keep reporting them. If reporting termination date in Oct, you only need to report it once even if cumulative.



# Certificated employees

## Contract information

**[contractType1]** The type of contract that was actually signed for the current school year.

1	Category 1 Contracts	For certificated instructional employees on a limited one-year contract as provided in section 33-514A, Idaho Code.
2	Category 2 Contracts	For certificated instructional employees in the first and second years of continuous employment with the same school district.
3	Category 3 Contracts	For certificated instructional employees during the third year of continuous employment by the same school district.
A	Administrator Contract	For certificated administrative employees.
AE	Approved Alternative Evening School	For certificated staff performing duties in an Alternative Evening School program
AR	Retired Administrator Contract	For retired certificated administrative employees who are currently drawing PERSI retirement benefits.
AS	Approved Alternative Summer School	For certificated staff performing duties in an approved Alternative Summer School program
C	Continuing or Renewable (Tenure) Contract	For certificated instructional employees who have attained renewable contract status as provided in Section 33-515, Idaho Code.
R	Retired Teacher Contract	For retired certificated instructional employees who are currently drawing PERSI retirement benefits.
RS	Regular Summer School	Limited use: For certificated employees performing duties only in a regular summer school program

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# Certificated employees

## Contract information

**[baseSalary1]** The base salary on the Contract rounded to the nearest dollar.

**[contractDays1]** The annual number of days based on a five day work week contracted in contract 1.

**[contractHours1]** the total annual hours contracted in contract 1 for the year.

**[contractFTE1]** The full-time equivalent for contract 1. FTE is calculated by dividing the amount of time employed by the time normally required for a full-time position.  
**Sum of assignment FTE(s) must equal contract FTE**

**[c1fundSource1]** The code for how the employee is funded - source 1

**[c1percentSource1]** The percentage of funding from source 1  
 contract percent must total 100

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The FTE for each contract must equal the FTE on assignments associated with that contract



# Certificated employees

## Contract information

**Certified employees may have up to 3 contracts and 4 fund sources for each contract**

Funding Source	01	Title I-A	College and Career Ready
Funding Source	02	Title I-C	Migrant Education
Funding Source	03	Title VI-B	Rural & Low-Income Schools/REAP
Funding Source	04	IDEA – Special Ed	
Funding Source	05	IDEA – Preschool	
Funding Source	06	Transportation Program	
Funding Source	07	Food Service Program	
Funding Source	08	Other Federal	
Funding Source	09	Other State/Local	
Funding Source	10	General Fund	Includes State LEP Funds
Funding Source	11	Title II-A	Teacher & Principal Quality
Funding Source	12	Title X-C	McKinney-Vento Homeless Education
Funding Source	13	Title X-C Subgrant	McKinney-Vento Homeless Education Subgrant
Funding Source	14	Title III-A	Language Instruction for LEP & Immigrant Students
Funding Source	15	Title III-A Subgrant	Immigrant Subgrant
Funding Source	16	Title I-D Subpart 1	Neglected or Delinquent Subpart 1
Funding Source	17	Title I-D Subpart 2	Neglected or Delinquent Subpart 2

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# Certificated employees

## Contract information

### Contract Rules\*

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, summer, evening).
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 FTE.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment FTE's must equal the contract fte.

\*These rules do not apply to classified assignments.

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The FTE for each contract must equal the FTE on assignments associated with that contract.

Warning

R107721

The sum of contractFTE1, contractFTE2, and contractFTE3 is more than 1.0 is a soft warning to check your data





# Certificated employees


## Contract information

**Example of assignment FTE's contracts associated with different contracts**

contractNo	period	sectionId	sectionAlias	assignment	teachingRole	FTE	startDate	endDate
3	2A	28906	Zoology A-5	3061	T	0.06	9/8/2015	1/28/2016
3	1A	28907	Zoology B-5	3058	T	0.06	9/8/2015	1/28/2016
1	5	N		43050		0.44	9/8/2015	6/10/2016
2	2	N		46030		0.44	9/8/2015	6/10/2016

contractType1	contractFTE1	contractType2	contractFTE2	contractType3	contractFTE3	extraPay1	extraPayAmount1
C	0.44	A	0.44	C	0.12	A	4088



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The FTE for each contract must equal the FTE on assignments associated with that contract



# Certificated Employees

## Extra Pay

**[extraPay1]** For certified and/or administrative staff, the code for the special or supplemental duties performed which are not in the base pay.

Extra Pay Type	A	Extracurricular activities; e.g. coaching, debate, special music, drama	code 10 - General Fund
Extra Pay Type	B	Driver training	code 09 - Other State/Local
Extra Pay Type	C	Fringe Benefit Cash Amount (Cash from Pool Allotment)	code 10 - General Fund
Extra Pay Type	D	Special curriculum assignments and department heads	code 10 - General Fund
Extra Pay Type	E	Extended Summer Contracts (paid from funds other than general maintenance and operation)	code 09 - Other State/Local
Extra Pay Type	F	Stipend or Bonus (paid from general funds)	code 10 - General Fund
Extra Pay Type	G	Extended Summer Contracts (not reimbursed by Professional-Technical)	code 10 - General Fund
Extra Pay Type	L	Leadership Premium (Per I.C. 33-1004j)	code 09 - Other State/Local
Extra Pay Type	N	National Board Certified Benefit	code 10 - General Fund
Extra Pay Type	O	Stipend or Bonus (paid from other state funds)	code 09 - Other State/Local
Extra Pay Type	P	Stipend or Bonus (paid from federal funds)	code 08 - Federal Fund

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# Certificated Employees

## Extra Pay

[extraPayAmount1] The amount of extra pay received rounded to the nearest dollar. **If multiple extra pay amounts with the same type, roll into one** - may have up to 4 extra pay codes

### Bad

extraPay1	F
extraPayAmount1	1000
extraPay2	F
extraPayAmount2	750
extraPay3	A
extraPayAmount3	1000
extraPay4	F
extraPayAmount4	250

### Good

extraPay1	F
extraPayAmount1	2000
extraPay2	A
extraPayAmount2	1000
extraPay3	
extraPayAmount3	
extraPay4	
extraPayAmount4	



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Duplicate extra pay type warning – For example, if certified staff has 3 coaching assignments (or in this case, stipends), total them and enter them as one.



# Long Term Subs

No funding for Long Term Subs – The Teacher of Record is funded

## Staff Demographics file:

Teacher of Record (TOR) employmentStatus = A  
do not end date their assignments.

This is critical to ensure that you receive the necessary staff funding for the TOR contract.

Long Term Sub (LTS): Report only these fields for the idStaffId, lastName, firstName, middleName, birthdate, gender, hispanic, asian, indian, black, islander, white, schoolId, hireDate, employmentStatus.

- isCertified = N, even if they are certified
- isParaPro = N
- No contract

## Staff Assignment file

Report the exact same assignments for the LTS as for the TOR, but remove the contractNo, change the teachingRole to L, and change the startDate and endDate as applicable for the LTS.

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# Classified employees

## Education fields

**[minCreditsDate]** For non-certified paraprofessional instructional assistants, the date they met the NCLB minimum college credits threshold.

**[minCreditsIHE]** The institution granting the credits

**[minCreditsIHESate]** The state where the institution that granted the credit is based

**[paraHSDiplomaType]** Did they receive a regular High school diploma or a GED (or equivalent)

**[paraExamDate]** The date they passed the ETS Paraprofessional Exam

**[paraExamScore]** The score from the ETS paraprofessional Exam

**[parapraxis]** A flag indicating if they took the Praxis or ETS Paraprofessional Exam

**[paraExamOS]** a flag indicating if the ETS paraprofessional exam was taken in another state

Non-certified Rate, Hours, and Weeks are located on the Staff Assignment file

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# Classified employees

## Non Certified Funding codes

**A classified employee may have up to 4 funding sources**

Funding Source	01	Title I-A	College and Career Ready
Funding Source	02	Title I-C	Migrant Education
Funding Source	03	Title VI-B	Rural & Low-Income Schools/REAP
Funding Source	04	IDEA – Special Ed	
Funding Source	05	IDEA – Preschool	
Funding Source	06	Transportation Program	
Funding Source	07	Food Service Program	
Funding Source	08	Other Federal	
Funding Source	09	Other State/Local	
Funding Source	10	General Fund	Includes State LEP Funds
Funding Source	11	Title II-A	Teacher & Principal Quality
Funding Source	12	Title X-C	McKinney-Vento Homeless Education
Funding Source	13	Title X-C Subgrant	McKinney-Vento Homeless Education Subgrant
Funding Source	14	Title III-A	Language Instruction for LEP & Immigrant Students
Funding Source	15	Title III-A Subgrant	Immigrant Subgrant
Funding Source	16	Title I-D Subpart 1	Neglected or Delinquent Subpart 1
Funding Source	17	Title I-D Subpart 2	Neglected or Delinquent Subpart 2


**[ncFundSource1]** The code for how this non-certified assignment is funded - source 1

**[ncPercentSource1]** The percentage of funding from source 1

**All ncFundSource and ncPercentSource fields are for *classified* only.  
Do not use them for certified employees**

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R106569 – (now 107569) Non-certified funding data without non-certified assignments will be an error this year

 <h1>Staff Assignments</h1>	
idStaffId	The staff members assigned unique Idaho identification number.
schoolId	This is the SDE assigned school number in the Idaho Education Directory
contractNo	The contract (1, 2 or 3) associated with this assignment.
period	The period of the day for the instructional course/assignment section
sectionId	The <b>unique</b> identifier for the specific section of an instructional course/assignment.
sectionAlias	The district section name associated with the section ID number for the specific section of an instructional course/assignment.
assignment	The Idaho state assignment code that best outlines the particular assignment. This code should be the same code used when matching instructional staff records between Staff Assignments, Student Course Enrollments and Master Course Schedule files.
teachingRole	For Teachers, the primary role they play in the classroom
FTE	The amount of time required to perform this specific assignment stated as a proportion of a full-time equivalent position.
noncertRate	The employee's rate of pay per hour.
noncertHours	Enter the number of hours that the employee works each week; a 40-hour week would be reported as 40
noncertWeeks	the number of weeks that the employee is scheduled to work during the fiscal year (rounded to the nearest whole week)
startDate	The date this assignment starts.
endDate	The date this assignment ends.
notes	Any comments or explanatory notes for the data in this record.

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HQT fields are gone. Setting and Grade level are moved to the Master Schedule  
Definition of period, sectionID and section Alias have changed slightly



## Staff Assignments - classified

[ContractNo] = blank for classified – only used for Certified employees

[FTE] = (hours per week x weeks per year)/2080

[noncertRate] } These fields must be associated with a classified assignment code(9000 +)

[noncertHours] } They will not be recognized or funded if on a certified assignment.

[noncertWeeks] } Be sure all classified staff have salary information listed on classified assignment

Refer to: [2016-2017 SDE Assignment Credential Manual](#) for the most current information and updates. ([www.sde.idaho.gov/tech-services/isee](http://www.sde.idaho.gov/tech-services/isee))



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Long term subs and coaching assignments (97710) should not have a contract number





## Reminders

- If an employee is on your payroll, report in ISEE
- Only staff with active contracts and assignments as of last Friday of Sept. are funded
- Experience and Education History – update at the beginning of each year (review prior year)
- Sum of assignment FTE's must equal contract FTE
- Funding may be withheld if Certificated Staff does not have proper credentials
- November upload overrides October data (if cumulative) – data must be consistent
- Review budget estimates and system records with data reports – resolve discrepancies ASAP
- Work with your HR dept. to assure staffing data is updated from prior year:
  - Assure years of experience and additional degrees and credits are reported in mid-term uploads
  - For Education Allocation, the Master Degree or OS degree may be reported as highest degree or additional field

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Anyone hired after the last Friday of Sept. will not be funded. There are a few exceptions such as an unfilled advertised position. The position must be posted as of Oct. 15<sup>th</sup> and the position filled before January 1. The district must provide documentation such as the job posting supporting such a claim and the board minutes.



## Contact Information

### Region 1 & 2

- Amy Sigler (208) 332-6981
- [asigler@sde.idaho.gov](mailto:asigler@sde.idaho.gov)

### Region 3 & 4

- Cheryl McMurtrey (208) 332-6941
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### Region 5 & 6

- Roger Evans (208) 332-6982
- [revans@sde.idaho.gov](mailto:revans@sde.idaho.gov)

### SDE Help Desk

- SDE Support (208) 332-6987
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### Attendance/Enrollment

- Pam Brewer (208) 332-6844
- [pbrewer@sde.idaho.gov](mailto:pbrewer@sde.idaho.gov)

### Staffing

- Kathryn Vincen (208) 332-6841
- [klvincen@sde.idaho.gov](mailto:klvincen@sde.idaho.gov)

### Certification

- Cina Lackey (208) 332-6936
- [clackey@sde.idaho.gov](mailto:clackey@sde.idaho.gov)
- Shannon Minor (208) 332-6885
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